



Full-time Finance Clerk - The City of Tipp City, Ohio is seeking qualified applicants for the position of Full-time Finance/Utility Billing Clerk for the City's Finance Department. This position's primary responsibilities include customer service, processing and posting utility payments to the appropriate utility account, utility billing account maintenance, auditing billing journals, written correspondence, telephone and front counter support to facilitate the City's provision of utility services. Minimum qualifications include a high school diploma or equivalent. Experience in the utility billing industry, with governmental software (Tipp City utilizes Civica CMI's financial software), accounting and any additional education is a plus. The pay range for this position is currently \$11.58-\$20.71/hr. Application for City employment is available on Tipp City's web-site (www.tippcityohio.gov), by contacting the Finance Department at (937) 667-8424, or may be picked up in the City Finance Department at the address below. Applications will be accepted until 5:00 p.m. on Friday, August 21, 2015. Please send resume, application, and a letter of interest to: The City of Tipp City, Attn: Tim Eggleston, City Manager, 260 S. Garber Dr., Tipp City, Ohio 45371.